SHARED LEAVE (RECIPIENT)

Change Record:

Change Date: 11.8.12	Changed by: J Kistler / D Wallace
11.7.13	J Kistler / J Prevo
Changes:	Converted to new BPP layout
	Step 10 text: • Deleted last two sentences in paragraph and replaced with new following text:
	Each agency will manage pro-rated leave returns internally if the donor belongs to the designated agency. If donors exist outside of the recipient's agency, a ticket should be submitted to BEST Shared Services for donor return processing. The following information should be included on the request for BEST: • Donor information
	• Leave type
	• Amount to be returned
	Added Additional Resources at end of document
	Name change from OSP to OSHR

Trigger:

There is a need to record the process of an employee receiving leave donations when they have exhausted their personal leave balances.

Business Process Procedure Overview:

The State of NC has a policy that permits an employee to receive leave donations from other employees provided that the employee has been approved to participate in the Voluntary Shared Leave (VSL) program. An employee who receives leave donations can then record the shared leave when he or she exhausts their personal leave balances.

Once an employee is approved for Shared Leave, an eligibility record is created that enables the employee to receive leave donations. The Absence Pool infotype (IT 0696) will denote an employee's eligibility to receive shared leave.

There is a single subtype of IT 0696 that is relevant to Shared Leave eligibility:

Foreign Pool (Subtype F): The Foreign Pool subtype creates a generic eligibility record for the employee. Even though the infotype names references absence pools, the functionality in the BEACON system will only allow direct employee to employee leave donations.

Additionally, a separate Received Shared Leave quota (Quota type 80) is created for the employee when donations are made via the Absence Donations/Withdrawal Infotype (IT 0613).

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There is a single subtype of IT 2006 that is relevant to the quota for Shared Leave:

Received Shared Leave (subtype 80) - The Received Shared Leave quota is reduced by recording Absence type 9200 on the time sheet and is reduced only after an employee's other leave quotas have been exhausted.

Once an employee is eligible and has a Received Shared Leave quota to accept donations, donations may be processed following the steps outlined in the PA61 - Shared Leave (Donor) BPP.

This BPP will detail:

Creating a Shared Leave Eligibility Record

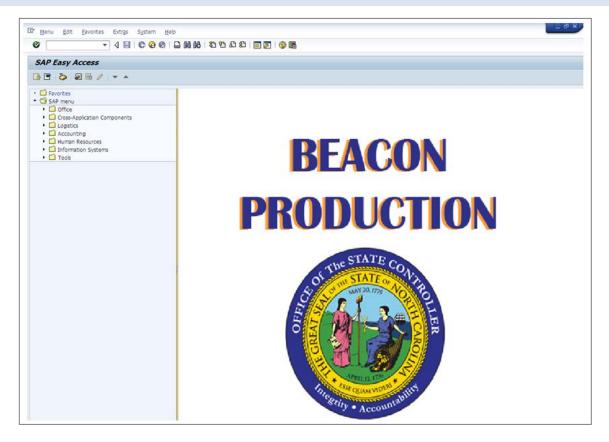
NOTE: If you are processing Shared Leave across agencies, BEST Shared Services must assist with the processing.

Access Transaction:

Via Menu Path:	SAP menu >> Human Resources >> Time Management >> Administration >> Time Data >> PA61 – Maintain Time Data
Via Transaction Code:	PA61

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PROCEDURE



1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. Example : PA61

2. Click the **Enter** w button.



You may want to enter this transaction code in your Favorites folder.

- Choose Favorites > Insert Favorites
- Type in PA61
- Click Enter.

To see the transaction code displayed in front of the link in your favorites:

- Choose **Edit > Settings**.
- Place a check next to **Display Technical Names**.
- Click Enter.

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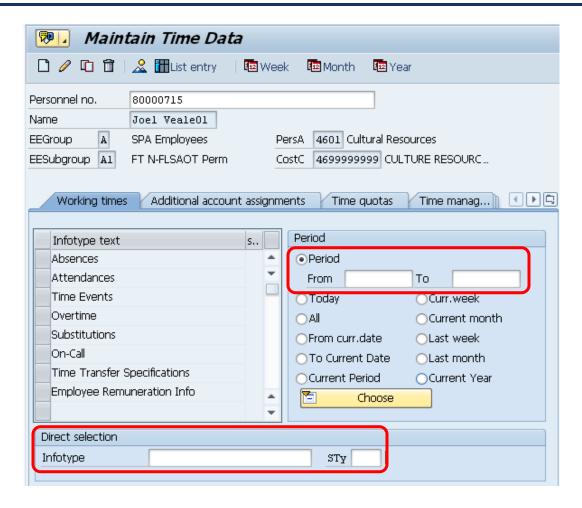
3. Update the following field:

Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No.
		Example : 80000715

4. Click the **Enter** w button.

Ensure the correct personnel number was entered after clicking Enter.

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5. Update the following fields in the Period and Direct selection areas:

Field Name	Description	Values
From	Effective date of the personnel action	Enter value in From.
		Example : 10/30/2012
То	Ending date of the specified date	Enter value in To.
	range	Example : 11/30/2012
Infotype	Unique number identifying the type of data to be displayed.	Enter value in Infotype.
	of data to be displayed.	Example: 696
Sty	Infotype subtype	Enter value in STy.
		Example: F

The **From** field will default to the current date, but the date may need to be maintained.

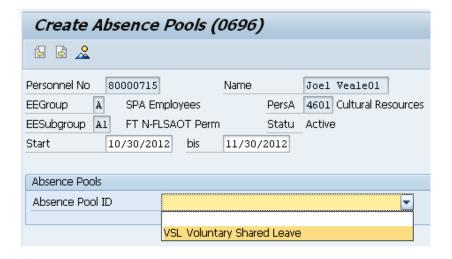
The *Period From* and *To* dates should reflect the time period that an employee is eligible to receive leave donations according to his or her agency's Shared Leave policy. The receiving employee will be able to receive donations only within this period. Should the agency agree to extend the donation period, the eligibility record can be maintained to reflect the extended dates.

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- 6. Click the **Enter** button.
- 7. Click the **Create (F5)** button.



8. Click the $Absence\ Pool\ ID\ drop\ down\ list.$

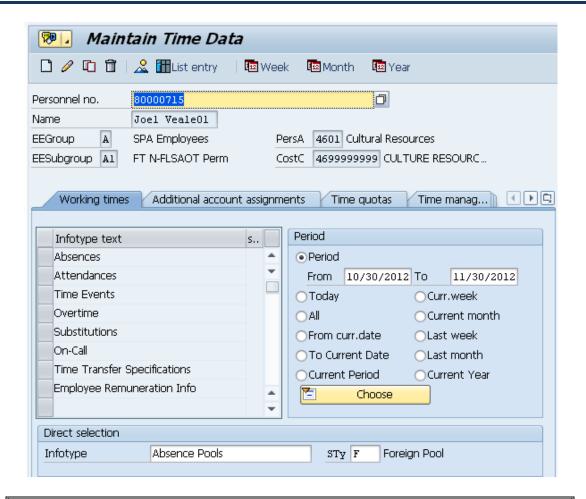


9. Select Voluntary Shared Leave in the list box.



10. Click the Save (Ctrl+S) 📙 button.

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When employees donate leave to the recipient by creating the donation record (IT0613), the HR/Payroll system will automatically generate a quota corrections record (IT2013), which will increase the recipients VSL (voluntary shared leave) quota.

In the event that the medical condition expires prior to an employee's Received Shared Leave being exhausted, the leave must be returned to the donors in accordance with OSHR policy. Each agency will manage pro-rated leave returns internally if the donor belongs to the designated agency. If donors exist outside of the recipient's agency, a ticket should be submitted to BEST Shared Services for donor return processing. The following information should be included on the request for BEST:

- Donor information
- Leave type
- Amount to be returned

The system task is complete.

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ADDITIONAL RESOURCES

Training HELP website: http://www.osc.nc.gov/training/osctd/help/

Student Guide	TM310 – Leave Administration	
	• Training HELP website > Time Management > Job Aids	
BPPs	PA61 – Shared Leave (Donor)	
	• Training HELP website > Time Management > BPPs	
Job Aids	VSL Quick Reference	
	Quotas – Terms and Concepts	
	• Training HELP website > Time Management > Job Aids	